

Instructions for Completing Aggregate and Unknown Report Form (Rev 80 005 I)

Holder Name

Enter the Holder Name.

Report Year

Enter the current year.

Holder Number

Enter your reporting number. (If reporting for the first time, a holder number will be assigned to you.)

AGGREGATES

Items with a value of less than \$50 may be reported in an aggregate. If the owners have addresses in other states, the owners should be combined by property type and then by state of last known address. Items valued at more than \$50, with no owner name or other identifying information, should also be included in the aggregates.

Check the AGG box and complete the information regarding that aggregate.

CAT Code: Enter the Category Code that best describes the type of property being reported in the aggregate.

ORIG AMT: Enter the amount reported prior to any deductions.

DED Type: Indicate the type of deduction taken:

- Service charge deducted
- Interest deducted or discontinued
- Dividends deducted or discontinued

INT Rate: If the property reported is interest bearing, enter the interest rate. The Department will continue to pay the reported rate of interest for up to 10 years.

ST: If the owners in the aggregate have a last known address in another state, enter that state's abbreviation.

Unknown Owners

For items that have no owner associated with them and the value is more than \$50, the items should be reported individually. If the item has no identifying number (check number, account number, etc.), the item should be reported in an aggregate.

Check the UNK box and complete the information regarding the unknown owner:

CAT Code: Enter the Category Code that best describes the type of property being reported as an unknown owner.

Property ID1 & Property ID2

Enter the identifying check number, account number or other account information in these fields.

LST ACTVY: Enter the last activity date of the item.

ORIG AMT: Enter the amount reported prior to any deductions.

DED AMT: Enter the amount of the deduction.

DED Type: Indicate the type of deduction taken:

- Service charge deducted
- Interest deducted or discontinued
- Dividends deducted or discontinued

INT Rate: If the property reported is interest bearing, enter the interest rate. The Department will continue to pay the reported rate of interest for up to 10 years.

ST: If the owners in the unknown have a last known address in another state, enter that state's abbreviation.